



Tracking Form for Contracts, Purchase (Requisition) & Task Orders, Modifications to Contracts, and for New, Renewal, and Noncompeting Continuation Grants and Cooperative Agreements

Instructions:

1. Complete for each, single award.
 2. For Contracts, Purchase (Requisition) & Task Orders, Modifications
 - a. Complete Parts A and B.
 - b. Submit to PGO with RFC (Request for Contract), purchase (requisition) request, task order request or modification request.
 - c. Note: Some information requested in Part B may not be available until an award is made.
 3. For Grants and Cooperative Agreements
 - a. Complete Part A.
 - b. Complete Part B or C.
 - c. Submit with funding memorandum.
 4. Documentation of exemption criteria and definition of engaged in research for determining performance sites are attached.
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Part A: Complete for each award. (Complete applicable items)

CIO _____ (Include Division/Office)

Purchase Order (Requisition) No., Contract No., Task Order No (include contract no.),
Modification No. (include contract no.) _____

Award Number _____

Program Announcement No. _____

Title of Project _____

_____ Grant

_____ Cooperative Agreement

Name of CIO Project Officer/Program Official: _____

Telephone Number: _____
Mailstop: _____

1. Project is research involving human participants? [] Yes [] No
If no, state specific reasons, and skip to signatures.
2. Is the entire project research? [] Yes [] No
If yes, complete Part B of this form. If no, identify each of the research activities involving human participants in Part C of this form.



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Part B: Complete When Entire Award is Research.

1. Is award lacking definite research plans? [] Yes [] No
If yes, when is the plan(s) or protocol anticipated _____ Skip to signatures.
(estimate time)
2. Are any CDC scientists participating in the research as co-investigators? [] Yes [] No
If yes, has the project been reviewed at CDC for human subjects protection? [] Yes [] No
List the CDC human subject protocol number and date of most recent approval:

Protocol number: _____ Date of most recent approval: _____
3. Is this activity exempt under one of the 6 exemptions in 45 CFR 46? [] Yes [] No
If yes, provide exemption no. _____ **
4. Is there more than one site engaged in the research? [] Yes [] No
If yes, list all sites by organization name that are engaged in the research.
5. Is a human subjects restriction required on the notice of award? [] Yes [] No
If yes, identify the reason for the human subjects restriction, and the amount of funds to be restricted.

Part C: Complete When Award has Multiple Components - Some of Which are Research (Add Additional Pages as Needed)

Identify each of the research activities involving human participants by title and answer each question.

(1) (Title)

1. Is activity lacking definite research plans? [] Yes [] No
If yes, when is the plan(s) or protocol anticipated _____
(estimate time)
2. Are any CDC scientists participating in the research as co-investigators? [] Yes [] No
If yes, has the project been reviewed at CDC for human subjects protection? [] Yes [] No
List the CDC human subjects protocol number and date of most recent approval:

Protocol number: _____ Date of most recent approval: _____
3. Is this activity exempt under one of the 6 exemptions in 45 CFR 46? [] Yes [] No
If yes, provide exemption no. _____ **
4. Is there more than one site engaged in the research? [] Yes [] No
If yes, list all sites by organization name that are engaged in the research.
5. Is a human subjects restriction required on the notice of award? [] Yes [] No
If yes, identify the reason for the human subjects restriction, and the amount of funds to be restricted.



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(2) (Title)

1. Is the activity lacking definite research plans? [] Yes [] No
If yes, when is the plan(s) or protocol anticipated_____.
(estimate time)
2. Are any CDC scientists participating in the research as co-investigators? [] Yes [] No
If yes, has the project been reviewed at CDC for human subjects protection? [] Yes [] No
List the CDC human subjects protocol number and date of most recent approval:

Protocol number: _____ Date of most recent approval: _____
3. Is this activity exempt under one of the 6 exemptions in 45 CFR 46? [] Yes [] No
If yes, provide exemption no.
4. Is there more than one site engaged in the research? [] Yes [] No
If yes, list all sites by organization name that are engaged in the research.
5. Is a human subjects restriction required on the notice of award? [] Yes [] No
If yes, identify the reason for the human subjects restriction, and the amount of funds to be restricted.

(3) (Title)

1. Is the activity lacking definite research plans? [] Yes [] No
If yes, when is the plan(s) or protocol anticipated_____.
(estimate time)
2. Are any CDC scientists participating in the research as co-investigators? [] Yes [] No
If yes, has the project been reviewed at CDC for human subjects protection? [] Yes [] No
List the CDC human subjects protocol number and date of most recent approval:

Protocol number: _____ Date of most recent approval: _____
3. Is this activity exempt under one of the 6 exemptions in 45 CFR 46? [] Yes [] No
If yes, provide exemption no. _____
4. Is there more than one site engaged in the research? [] Yes [] No
If yes, list all sites by organization name that are engaged in the research.
5. Is a human subjects restriction required on the notice of award? [] Yes [] No
If yes, identify the reason for the human subjects restriction, and the amount of funds to be restricted.



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APPROVALS (Signature and Position Title)	Date	Remarks
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Project Officer/Program Official

Branch Chief or Branch ADS

Division ADS or Human Subjects Contact

CIO (Human Subjects Contact)

CDC/ATSDR

Deputy Associate Director for Science

*****If an exemption is claimed, PGO will promptly forward this form and the application via interoffice mail to the CDC/ATSDR Deputy Associate Director for Science.***